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file Penrose

1 Apr. '57

MEMORANDA SURVEY TALLY SHEET		Inclusive dates of Memoranda surveyed: 18 thru 22 March 1957	
Office Surveyed: OSR - D/OP		Date of Survey: 1 April 1957	
	CATEGORY	NUMERICAL COUNT	TOTAL
DISTRIBUTION OF MEMORANDA	WITHIN THE OFFICE		5
	TO DCI, DDCI, DD/I		2
	TO OTHER DD/I OFFICES		5
	OTHER		12
NO. OF ADDEES	SINGLE ADDRESSEE		21
	MULTIPLE ADDRESSEE		3
LENGTH OF MEMORANDA	ONE PAGE OR LESS		20
	2 - 3 PAGES		3
	MORE THAN 3 PAGES		1
CONTENT OF MEMORANDA	SUBSTANTIVE EXPLANATION		9
	SUBSTANTIVE FACTS		8
	ADMINISTRATIVE SUPPORT		7
	PLANNING RECOMMENDATIONS		
PURPOSE OF MEMORANDA	IN RESPONSE TO A STANDING REQUIREMENT: TO REPORT ACTIVITIES		1
	IN RESPONSE TO A STANDING REQUIREMENT: FOR A SUBSTANTIVE PUBLICATION		
	TO FILL A NON-ROUTINE NEED: TO SUPPLY INFORMATION		24
	TO FILL A NON-ROUTINE NEED: TO REQUEST SERVICES		2
	TO FILL A NON-ROUTINE NEED: TO RECOMMEND ACTION		5

QUALITY OF MEMORANDA (COUNT)

FACTORS	POOR	FAIR	GOOD	EXCELLENT
ORGANIZATION			10	24
STYLE OF EXPRESSION AND PRESENTATION			10	24
FORMAT (ARRANGEMENT AND TYPING)			9	25
CONTENT SELECTION			9	25

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